

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes - 11-15 March 1985

FROM:

C/OC-AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)**DATE**

RECEIVED

FORWARDED

OFFICER'S INITIALS**COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

20 MAR 1985

20 MAR 1985

2.

DD/CO

20 MAR 1985

21 MAR 1985

3.

OC-MLS

21 MAR 1985

3 APR 1985

4.

OC-EXA

21 MAR 1985

21 MAR 1985

5.

OC/OL/ISC

Archiving

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OC-12224-85

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MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 11-15 March 1985

1. The OC Brown Bag Seminar series was initiated 12 March 1985 with the first subject "The Constitution: That Delicate Balance." The subject concerned a 1982 seminar at Philadelphia's Constitution Hall which dealt with The First Amendment to the Constitution and our National Security. Shown in two parts at noon on Tuesday and Thursday, the presentation was thoroughly enjoyed by those who attended. "In Search of Excellence" will be presented in two segments the week of 17 March. A marquee will be displayed at the second floor entrance and notices will be posted in the elevators listing future titles and dates.

2. The two psychologists from OMS/PSD completed their preliminary review of information provided by the Project SCREEN task force in preparation for a three- to four-week TDY [redacted] [redacted] Interviews will be conducted with as many MCD careerists as possible at the four stops to gather data for the development of an EOD psychological assessment test.

WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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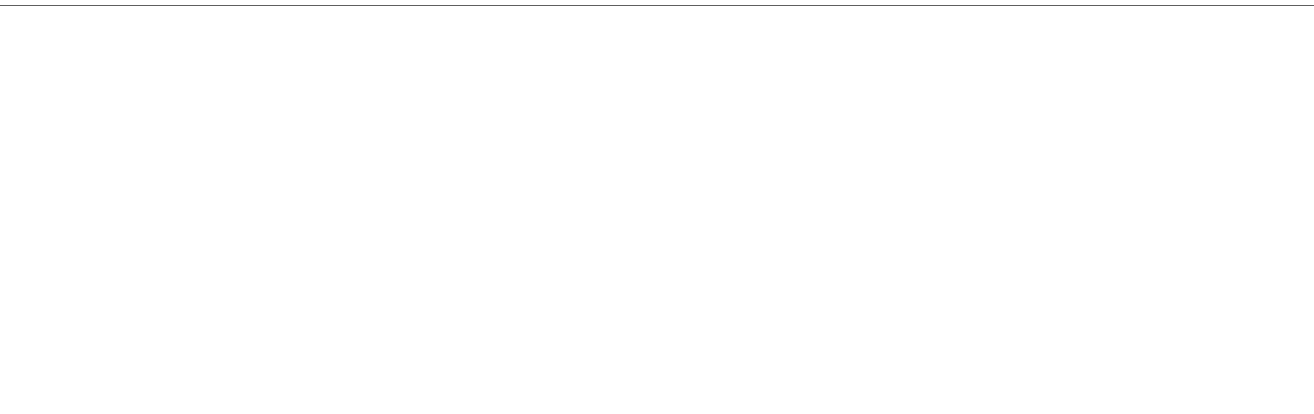


5. The Office of Personnel has tasked the Employee Benefits and Services Division, OP, with bringing employees up-to-date on the various benefits available through the Agency. A representative from the Family and Employee Liaison Office, OP, contacted [redacted] on 15 March in order to schedule locations during mid-April for these briefings. All Agency personnel assigned at [redacted] will be invited to participate.

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7. During the week of 11 March, [redacted] Operational Training Department (OTD), and [redacted] [redacted] Instructional Support Department (ISD), drafted "objectives", "written test", and supporting course material for an abbreviated version of the OPS-509 course "On-line Communications Procedures for Domestic Personnel". The abbreviated version provides training in only the knowledge and skill areas required (prerequisite) for "Non-OC" communications personnel to successfully participate in the Wang Intelligent Communications Terminal (ICT) operations course.

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8. On 15 March 1985, [redacted] ISD/Communications School (CS) departed for the annual Computer-Based Training Conference and Exposition, sponsored by "Data Training" in Dallas. They will participate in workshops and multiple seminars on CBT and return on 20 March 1985.

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25X1 9. The Instructional Support Department (ISD), CS, evaluated a training package (workbook and video tape) for the Educational Support Staff (ESS). The program, titled "It's All in Your Head", was recommended for use by [redacted] in support of his Train-the-Trainer" program at CS. The program is short and concise, emphasizing many of the managerial skills and techniques that may be applied in various training environments.

25X1 10. Chief, CDTG and members of the Assignment and Processing Branch addressed TCA classes 2- and 3-85 on 11 March 1985 regarding cancellation of the PHASE-II program. Graduate students will now be assigned PCS to either [redacted] or Headquarters.

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12. During the week, Panel MCN experienced a loss of 2 technicians; the panel is currently 32 technicians under strength. There were 3 Panel MCD EOD's. The Panel is now 84 employees over authorized ceiling. There are 88 EOD students in training, while 18 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the training status of EOD students, Panel MCD is currently 24 personnel under strength.

13. OSG activities included the processing of 17 TDY'ers, 2 deintegrations, 1 file shop (MCN), and 2 resignations (1 MCN, 1 MCG). OC is currently providing 19 Panel D and 1 Panel N CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

14. An ALLOC has been sent which requests supervisors prepare PARs using the PAF as a guide not only for MCD personnel but all employees to ensure that leadership involvement in DO activities, interpersonal relationships, creativity, dedication, judgment, initiative, and self-expression (written and oral) are addressed appropriately. Those personnel in the three-year trial period were addressed as well as reiterating the schedule for PARs and PAFs under banding.

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15. A memorandum has been sent to all offices at Headquarters where OC personnel who are Level III under banding are located. This memorandum asks all supervisors to submit PARs and PAFs on Level III personnel to OC-AMD by 26 April 1985. This deadline is earlier than the original schedule due to the fact that the Headquarters Review Board (HRB) plans to meet the week of 6 May 1985 to allow an opportunity to iron out any wrinkles in the system, and if necessary, provide the field with additional guidance on PAR and PAF preparation. This early review will also give us the opportunity to invite senior officials from each of the overseas locations to observe the HRB procedures prior to convening their own field evaluations.

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